

TOWN OF HOPE MILLS
ADMINISTRATIVE POLICY

PROCUREMENT POLICY
PURCHASE OF PRODUCTS CONTAINING
RECYCLED MATERIAL

PURPOSE

The Town of Hope Mills Recycled Product Procurement Policy provides that all departments shall, whenever possible, use recycled products and recycled materials to meet their needs. This policy is enacted to demonstrate compliance with the Waste Management Reduction Act and foster market development for recycled products.

OVERVIEW

This policy will establish policies with regards to the procurement of products, materials, supplies, etc. This policy will promote the purchase of recycled products by establishing purchase programs applicable to all Town departments and contractors, whenever it is practical and fiscally responsible. This policy calls upon each Town department and contractor(s) to evaluate its opportunities for the use of recycled products and manufactured materials and to revise contracting and procurement procedures and specifications to increase the purchase of recycled products whenever it is financially feasible and practicable.

Buying recycled benefits the Town in a variety of ways. Diversion of materials that can be recycled reduces the amount of materials being collected for disposal in landfills; thereby reducing the Town's Solid Waste department's transportation costs and landfill costs. Buying recycled additionally conserves the use of virgin raw materials, whose costs continue to rise. Further benefits include the creation of jobs and economic development opportunities along with an enhanced public image as the Town takes a proactive approach to waste management and environmental consciousness.

DEFINITIONS

Lead Department. The Purchasing Division of the Finance Department.

Recycled Material. Waste material and by-products that have been recovered or diverted from the solid waste stream and that can be utilized in place of raw or virgin material in the manufacturing of a product. Recycled materials may consist of materials derived from post-consumer waste, manufacturing waste, industrial scrap, agricultural wastes and other items, all of which can be used in the manufacture of new products.

Post-Consumer Recycled Materials. A finished material or product that has served its intended use and would normally be disposed of as solid waste. Examples of post-consumer recovered materials include, but are not limited to; old newspapers, office paper, yard waste, steel, glass, aluminum cans, plastic bottles, oil, asphalt, concrete and tires.

Practicable. Sufficient in performance and available at a reasonable price and within a reasonable time period.

Pre-Consumer. Material or by-products generated after manufacturing of a product is completed, but before the product reaches the end-use consumer. Examples of pre-consumer recovered materials include, but are not limited to: obsolete inventories of finished goods, rejected unused stock and paper wastes generated during printing, cutting and other converting operations.

GENERAL POLICIES

- A. All Town departments shall use recycled products and recyclable products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled material.
- B. All Town departments may, at their option and with Purchasing's concurrence, require procurement of designated recycled products or recyclable products above the levels required by this policy.
- C. The Town shall require its contractors and consultants to use and specify recycled products and recyclable products in fulfilling contractual obligations whenever practicable.
- D. The Town shall promote the use of recycled products and recyclable products by publicizing its procurement policy whenever practicable.

RESPONSIBILITIES OF THE LEAD DEPARTMENT

The lead department shall coordinate the implementation of this policy. The lead department will establish a list of recycled products that shall be purchased by all Town departments whenever practicable and will develop the mechanisms for maintenance, additions and deletions to the list of recycled products available for procurement. Maintenance of the list will include addition of new products containing recycled material as they become available and make available to departments specifications of the new product along with a list of suggested uses. The lead department will also work with all departments to establish minimum recycled content standards for designated recycled products to maximize recycled product availability, recycled content and competition. To the extent such information is known, Town shall identify to the lead department products available with recycled content and vendors from

whom such products are available. The lead department will also be responsible for information and dissemination of that information to all departments and for annual review.

RESPONSIBILITIES OF ALL OTHER TOWN DEPARTMENTS

- A. Each department shall purchase recycled products and recyclable products whenever practicable.
- B. Evaluate recycled products on the established list.
 - 1. REVIEW. As products come up for competition, all departments will review their relative specifications. This review is to determine whether existing specifications either require the use of products manufactured from virgin materials or excluded the use of recycled products, reusable products or products designed to be recycled. This shall apply to all agencies, offices, boards and commissions served by each department.
 - 2. ELIMINATE. In the event specifications exclude the use of recycled products or require the use of virgin materials, the department or agency will document to the lead department's satisfaction that the recycled products would not achieve a necessary performance standard or that the product will negatively impact health, safety or operational efficiency.
 - 3. PLAN. Within the bidding cycle, Town departments and agencies must ensure that performance standards for particular products can be met and that specifications are not unnecessary stringent. Also, the departments must ensure that specifications will incorporate a requirement for recycled materials, reusable products and products designed to be recycled to the maximum extent practicable.
- C. Contracts issued by the Town will required recycled materials content whenever practicable and that contractors provide certification of this content and report of amounts used.
- D. Meet periodically with the lead department to report progress of policy implementation by the department, including results of product evaluations conducted by the department, types of recycled products purchased by the department an its contractors and the status of departmental efforts to maximize recycled product procurement.
- E. Monitor total purchases of recycled products by the department or its contractors.

RECYCLED CONTENT, RECYCLABILITY AND WASTE REDUCTION

It is recommended that whenever practical and fiscally responsible, to purchase products which contain, in order of preference, the following:

1. The highest percentage of recycled content of post-consumer recovered material, available in the marketplace.
2. The highest percentage of "pre-consumer recovered material," available in the marketplace.

This preference is a long term goal the Town will want to achieve and therefore, in those instances where it is deemed impractical to procure a recycled-content item, a specific explanation for the impracticality must be included in the purchasing record.

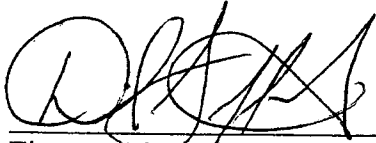
In addition to the recovered material content of a product, important criteria in selecting products shall also be:

1. The ability of a product and its packaging to be reused, reconditioned for use, or recycled through existing collection programs.
2. The volume and toxicity of waste and by-products of a given product, and the packaging generated in their manufacture, use, recycling and disposal. Products and packaging designed to minimize waste and toxic by-products in their manufacture, use, recycling and disposal shall be preferred.

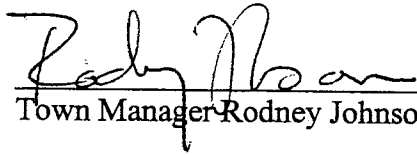
EXCEPTIONS

- A. Nothing contained in this policy shall preclude user departments from specifying "recycled" material content as a bid specification.
- B. Nothing in this policy shall be construed as requiring a department or contractor to procure products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable period of time.
- C. Nothing in this policy shall be construed as requiring a department or contractor to procure products where the warranty for recycled products is not equal to virgin products or where the recycled material voids, shortens, interrupts or cancels warranty of other supplies or units of components.

Approved this 15th day of June 2001.



Finance Director David Stafford



Town Manager Rodney Johnson